

MINUTES: EMERY COUNTY LIBRARY BOARD MEETING

HELD AT: Canyon Room, Emery County Administration Building, 75 E Main ST, Castle Dale, UT 84513

ON: August 3, 2022

Board Members Present: Carolyn Carrasco, Bill Dellos, Tanie Worthen, Keera Justice, and Gil Conover

Director of Emery County Libraries: Desiree Malley

01. Welcome: Carolyn called the meeting to order.

02. Public Comment: No public comment

03. Election of Board Secretary: Bill Dellos nominated Keera Justice. It was seconded by Carolyn and unanimously approved.

04. Election of Board Chair: Tanie Wothen nominated Carolyn. Bill Dellos seconded. It was approved unanimously.

05. Election of Board Vice Chair: Bill volunteered to serve as Board Vice Chair, Tanie seconded, unanimous approval.

06. Maintenance Report: Kyle Scow was not present. Desiree gave the following updates:

- Trees were trimmed at Cleveland
- The county has a new contract with Lawn Check for weeds and fertilizing. This is done 3 times a year
- Debugger is working on the bugs for all 8 locations- they spray 4 times a year.
- A maintenance person for Green River has been selected and ratified by the board to maintain the outside of the Green River location.
- The contract with Wall Concrete has been approved for the work at the Orangeville location. This is to help with the water flow and settling.
- Elmo's carpet is slated to be installed at the end of August.
- Desiree is meeting with Roe at the Ferron Location to see his plan for the landscaping.
- The furniture is in for the iHubs. The copiers and scanners are not in yet as they are on backorder. The iHubs should be opening soon.
- Snow Heating and Air tried to do a repair at the Castle Dale location twice but it did not work so he replaced it. Only the replacement fees were charged. The board expressed their gratitude

07. Information Systems Report: Jeff Guymon was not present. Desiree is going to check with him to see if he can attend the next meeting as the board has some questions for him. Carolyn expressed some concern regarding cameras- specifically in

the Orangeville location- being installed as there has been vandalism at various public locations in Orangeville. Desiree stated that the following locations do have cameras installed: Green River, Emery, Orangeville, Castle Dale, and Huntington .The other three locations Desiree was not sure about.

08. Ratification of acceptance of Amendment #1 to the Digital Facelift for Emery County Libraries Project Grant (Contract #220837): There was an amendment to the contract as all funds were originally planned to be expended by June 30th 2022. The deadline was extended to September 28, 2022

The total cost for the website was \$20,149 of which the grant paid \$20,000 leaving only \$149 that was paid from library funds.

Carolyn expressed her gratitude to Desiree for all her work with the grants.

Tanie motioned to accept, Bill seconded, motion passed unanimously

09. Ratification of acceptance of Ratification of Libraries Save Lives: Technology and Training for Elmo Library and Emery Library Project Grant (Contract #230123)

This grant will allow AEDs to be placed in Elmo and Emery Libraries. This idea was presented by the EMS due to the remote locations of these libraries. As part of this there will also be CPR and First Aid Classes to teach the public how to use the devices and about emergency preparedness.

Bill motioned to accept, Tanie seconded, the motion passed unanimously

10. Ratification of the ARPA Spanish and Other Language Materials Grant for Public Libraries (Contract #222024)

Three libraries applied for this grant. It is for \$1,500 each to select and purchase books in any language other than English.

Gil mentioned there are families in Ferron from Ukraine. Desiree said she would inform the Ferron Librarian so she might consider purchasing Ukrainian Books.

Tanie motioned to accept. Bill seconded. The motion passed unanimously.

11. Discuss/Approve/Deny recommendation to Emery County Commission to appoint Carolyn Carrasco for new term (2022-2025)

Tanie motioned to approve. Bill seconded. The motion passed unanimously.

12. Discuss/Approve/Deny recommendation to Emery County Commission for Emery County Library Board member

Two applications were reviewed. Kay Nielson was selected by the board based on her ability to represent Green River as well as her teaching experience.

Tainie motioned to approve. Bill seconded. The motion passed unanimously.

13. Discuss/Approve/Deny recommendation for maintenance contract with Snow Heating and Air Conditioning on HVAC units

Due to Joe's resignation, Kyle has been taking care of the libraries but he does not have the time due to his other work demands. It is because of this that Desiree recommended getting a contract with Mr. Snow to have him replace filters in the Air conditioning units. She also expressed that not only would this be good to have the filters replaced but there is the added benefit of having an expert frequently look at the units and make maintenance recommendations.

This would be a 1 year contract that can be evaluated at the end of the term. It would also be included in the contract that Mr. Snow would evaluate each of the units and report back.

This will help with the strategic plan as the board will be better informed regarding the state of the units and when they need to be replaced.

Bill motioned to approve. Tanie seconded. The motion passed unanimously

14. Discuss Emery County Library System Strategic Plan and FY2023 Budget

Carolyn had a question regarding Radio Shack spending. Desiree said that the libraries pay per copy, the benefit of this is that they maintain the copy machines. Jeff has looked into a cheaper option in the past but none was found.

Carolyn would like to know the dollar amount of grants. Desiree is going to totals for the year when they are available. The libraries have taken in \$232,361.86 as of the end of June.

There was some extra ARPA money that allowed for \$500 to be given to each library to purchase whatever books they wanted.

It was discussed how each of the towns are different. There are vast differences in each of their needs and likes. Carolyn recommended that each of the board members go to each of the libraries to get to know them, what is working and what they need. The board should serve as the voice of communities to help the libraries get information to help serve their community.

Deseree is anticipating a need to increase the amount allocated to utilities due to an increase in costs but the reset of the items should stay relatively the same

Kyle is going to help write the RFP for Huntington's Concrete. Desiree would like to get it done by fall 2022 but if not there is still money from Cleft for 6 months of 2023. The concrete is going to be completely taken out and replaced. In order to be ADA compliant a sidewalk will be added from the parking lot to the back door.

The carpet in the Castle Dale Library is the next location that needs to be replaced. If there is funding available in 2023 Desiree expressed her desire for it to be used for this project.

Bill asked if the libraries had any banned books. Desiree stated that there are none at this time but there is a process in the policy for how this can be challenged.

Desiree expressed that she would like the board to come back with goals for a strategic plan. These expectations need to be quantified so funding can be allocated effectively.

There was a meeting a while back with Shawn Bell discussing safety. He recommended that if anything is going on call 911. If you feel uncomfortable at all, call 911. There is a system where the librarian can call 911 and they can say “this is Emery Library and the book that you ordered has come in.” This will alert dispatch that there is an issue. There is also text to 911 but you need to include your location in the message.

15. Adjourn

Tanie motioned to adjourn, Bill Seconded, the motion passed unanimously

The meeting was adjourned.